

County of Door

On-Call Jailer

Status: Non-Exempt
Department: Sheriff Department
EEO: 08 – Service/Maintenance

Pay Grade: Resolution No. 2007-75
Previous Revision Date: 03/21/2012
HR Reviewed: 07/01/2013

General Summary

This position is responsible for the care and custody of prisoners remanded to the custody of the Door County Jail. This is an on call position; not considered a regular scheduled position.

Duties and Responsibilities

Essential Job Functions

1. Conduct prisoner intake procedures which include medical/mental health screenings, administering a PBT, pat-down search, fingerprinting, photos, inventory property, receipt money, enter data into records management system, assign clothing/bedding and appropriate housing assignments.
2. Supervise prisoners by conducting regular security checks of the general jail areas, housing units, kitchen, laundry, programs room, recreation area, Huber area and visitation. Conduct regular security inspections of all areas of the facility to help ensure the security and safety of prisoners, staff and visitors.
3. Prepare prisoners for travel to court, visits from attorneys and transport prisoners between the jail and the courts.
4. Works an assigned shift using own judgment in deciding course of action in dealing with routine duties, emergency situations, and overall jail operations.
5. Respond to prisoner disturbances, medical or mental health emergency or requests for assistance. Provide assistance to prisoners in dealing with medical or mental health needs.
6. Prepare reports including daily activity logs, visitation logs, intake and release paperwork, commissary records, incident reports, medical/mental health screening forms, etc.
7. Distribute prisoner medications, meals, laundry, mail and commissary.
8. Process Huber prisoners in and out of the facility for work release.
9. Confirm the prisoners are abiding by the established rules of the facility in documented reports and take appropriate disciplinary action for violations.
10. Carry out duties in conformance with Federal, State, County and City laws and within departmental policies and procedures.
11. Perform transports of prisoners outside the facility.

General Job Functions

1. Conduct civil process services requests as needed.

Reporting Relationships

Reports to the Sheriff or his/her designee.

REQUIREMENTS

Training and Experience

1. High school diploma or equivalent.

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2. Successful completion of field training and evaluation program.
3. Must be able to type a minimum of 30 words per minute determined by a standard keyboarding test.

Knowledge, Skills, and Abilities Required

1. Must be able to pass a physical exam and psychological evaluation.
2. Knowledge of laws, regulations, ordinances and departmental policies and procedures which impact duties in jail.
3. Knowledge of personal self-defense.
4. Knowledge of current jail policy and procedures.
5. Ability to read, comprehend, and communicate, both verbally and in writing.
6. Ability to establish and maintain effective relationships with Prisoners, Attorneys, Court Personnel, Law Enforcement Officers, Probation and Parole Agents, Program Providers and the general public.
7. Ability to react quickly, both mentally and physically, use tact and discretion to optimize safety and control to any situation.
8. Ability to prepare accurate reports.
9. Knowledge and ability to use and operate motorized vehicle, radio, handcuffs, Taser, pepper spray, restraint chair, restraint bed, SCBA equipment, fire extinguisher, fire hose, first aid equipment, computer telephone, copy machine, fax machine, camera, fingerprint equipment, PBT, and other related equipment to jail.

Physical & Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

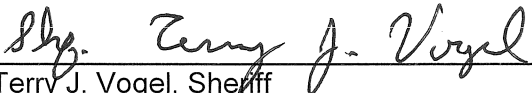
Work conditions vary by shift. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses or suspects' testimonies, etc.

In an effort to provide the continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 166.03 (4) (a)-(d) Wis. Stats. and County emergency management plans and programs.

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The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation of other reasons.

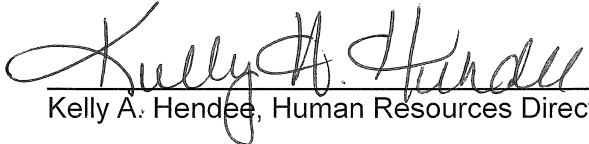
Approvals:



Terry J. Vogel, Sheriff

8-21-13

Date



Kelly A. Hendee, Human Resources Director

8/21/13

Date